

Proper Housekeeping

Shop maintenance and housekeeping

Goal:

A clean, safe and efficient repair facility.

Objectives:

- Zero clutter.
- Spill prevention.
- Immediate spill clean up.
- Minimization of cleaning supplies.
- Reduction of waste created by clean up.
- Cost savings through waste stream reduction and clean up time.

Clean up stations:

Each bay has a clean up station identified by a bright yellow sign with a red arrow. There are also stations located at the fuel island and waste oil tank area.

Each station has at a minimum: a clean up cart with a pail of clean absorbent and a pail of used/reusable absorbent, a dust pan and a broom or brush. The stations inside the shop are also equipped with a push broom, a regular broom and a scoop shovel.

When clean ups become necessary, use absorbents sparingly. Do not dispose of absorbent materials until they are fully used up. If a spill cannot be wiped up with a rag, the used absorbent from the cart should be used first, followed by a lesser amount of the clean absorbent. Both materials should be returned to the soiled pail.

Once the absorbent is completely used up, it must be disposed of in one of our dated and labeled shipping drums. Under no circumstances should any absorbent media be thrown in the trash.

Rags and towels:

Shop rags are provided for wiping and cleaning lightly soiled surfaces. Papers towels are provided for messier removal of grease and oil. Shop rags are to be returned to the service provider for cleaning and eventual return to service. Paper towels can be thrown away if they're not too soiled.

Removal of heavy grease build-ups should be done with a putty knife or other suitable scraper. The grease should be collected and disposed of in a solid waste shipping drum.

Cleaning supplies:

Aerosol cans, squirt bottles, squeeze tubes and secondary containers must be controlled. Shop supplies in the work bay should be limited to one of each, and not reissued until empty. They should be stored in a secure and accessible location, where they will not fall from a bench or toolbox.

When ever possible, aerosols should be replaced with refillable pressure pots or jiffy cans.

Prevention is key:

If you decrease the occurrence of spills, you will spend less time cleaning up. Use drain buckets and drip pans when appropriate. Don't over-fill containers.

Know where your clean up stations are and always keep a rag in your pocket.

FLOOR CLEANUP

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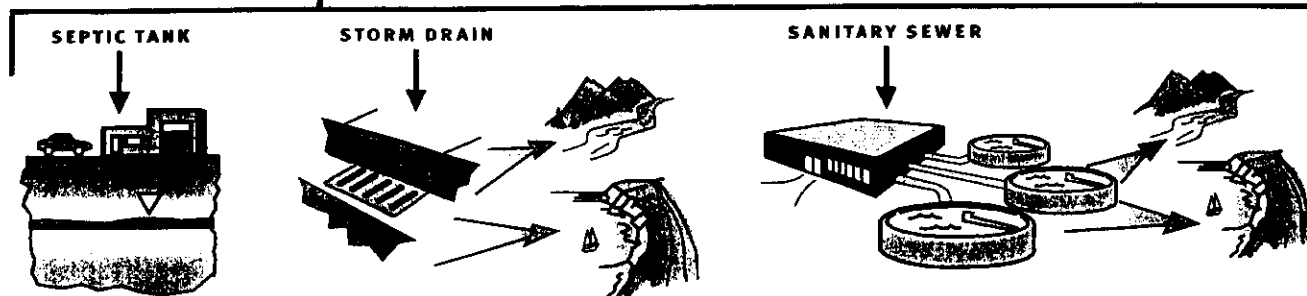
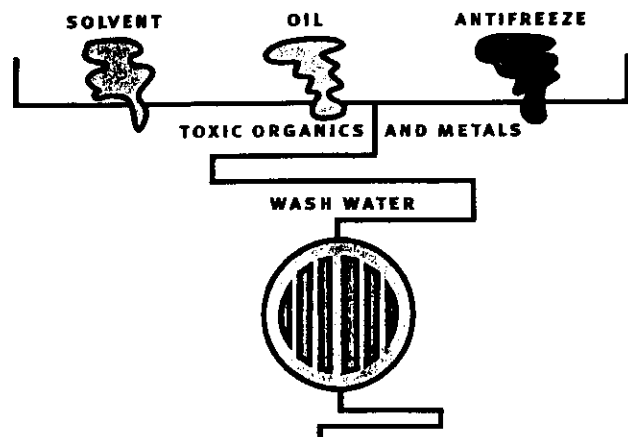


Why keep a dry shop?

The history of wastewater regulations is clear: discharge limits will continue to become more stringent. Minimize the impact of these regulations on your shop by adopting a dry shop goal. A dry shop is a shop that has sealed all its floor drains. Although a 100-percent "dry shop" may not be feasible in your area due to melting snow and ice, the methods and equipment presented in this fact sheet will help you reduce floor wash water volume and contamination. This, in turn, reduces your liabilities, protects the environment and community, and even saves you time and money spent cleaning floors.

The effects of flushing wash water down storm drains

Water flows untreated from storm drains directly to creeks, streams, lakes, bays, and oceans. If this water is contaminated, it can harm aquatic life; even soapy water can upset aquatic ecosystems. The Clean Water Act makes it illegal to discharge pollutants to surface waters; violators can face imprisonment and fines of up to \$25,000 per day! Storm drain connections to indoor drains or sinks are prohibited in most areas. Storm drains are usually located outside a shop. If you are unsure about the nature of your shop drains, ask the building manager or local sewer authority whether any of the drains are connected to storm water sewers.



Discharges to septic systems can cause soil, groundwater and drinking water contamination, creating site cleanup liabilities.

Discharges to storm drains flow directly to surface water, causing water pollution and aquatic ecosystems damage.

Metals accumulate in sewage treatment sludge, preventing its beneficial use.

Some contaminants "pass through" and are discharged to lakes, rivers, bays, and oceans.

Keeping your shop clean and safe

When used together, the following practices and equipment significantly reduce the amount of water needed to clean shop floors. Minimizing wastewater generation will reduce environmental liability and help your shop stay ahead of tightening regulations.

- Prevent spills from ever reaching the floor. (See back page for equipment.)
- Stop if there's a drop! Never walk away from a spill. If spills are not cleaned up immediately:
 - Workers can slip and fall.
 - Oil, antifreeze, and other spilled material

can mix and be tracked around your shop and into vehicles.

- You will spend more time and money washing the floor.

- Mechanics should carry rags so that small spills can be wiped dry when they occur.
- In case a medium-sized or larger spill occurs, cleanup equipment should be well marked. For example, attach red flags to mop buckets used for spill cleanup so they can be easily located by workers. Keep all spills out of sewer drains
- Sweep your floor with a broom every day to prevent unnecessary dirt and contaminant buildup.
- Never hose down your work area! This practice generates large quantities of contaminated wash water that is discharged to a sewer, or worse, is flushed out of the shop to a storm drain.
- If you use a pressure washer to clean your floors, be sure the wash water is disposed of properly. Even if pressure washing is performed by a contractor, your shop is responsible for proper management of the wash water and can be held liable for its illegal disposal. The best way to avoid this liability and the costs associated with pressure washing is to clean up spills when and where they occur.

Consider sealing your shop floor

Sealing your shop floor with epoxy or other suitable sealant can be expensive (typical cost for epoxy sealing is \$1.50 to \$2.00 per square foot), but there are several benefits. An epoxy-sealed floor:

- Won't absorb spills as a concrete floor does.
- Makes spill cleanup easier. (You can squeegee small spills into a dustpan and pour liquid into appropriate drum.)
- Requires less time and water to clean.
- Lasts for years and reduces long-term liability for cleanup of a contaminated shop floor and soil below.
- Looks great to customers and workers alike.



Always "Stop
if there's a drop!"

Use absorbents wisely

Pigs, pads, pillows, and mats

- Keep these absorbent devices on-hand to prevent very large spills from spreading.
- After use, wring out the absorbed fluid into the proper drum for recycling or disposal, and reuse the absorbents.
- Spent absorbent devices must be disposed of properly. This involves determining whether the spent absorbent is a hazardous waste.

Floor sweep (grease sweep, "kitty litter," rice hull, etc)

- These absorbents should be used only when the spill can not be cleaned with shop rags or dedicated mops (see next page).
- Restrict the use of these absorbents to cleaning up gasoline, solvent, or other hazardous waste chemical spills. Marge these contaminated absorbents as hazardous waste.
- Use floor sweep until it no longer absorbs fluids. Recycle used floor sweep if possible, or dispose as hazardous waste. Floorsweep can be processed to reclaim and recycle absorbed compounds. Ask your vendor about recycling opportunities for spent floor sweep.

HYDROPHOBIC MOPS



Hydrophobic mops absorb only oil, not water or antifreeze. They are available from the following vendors:

CCP in Cleveland, OH (800) 321-1050

Hy-Tec Environmental in Walnut Creek, CA
(800) 336-4499

Americo Industry Supply in Carson, CA
(310) 763-5500

These vendors provided information for this fact sheet. This list is not complete: other vendors may provide similar or identical product and services.

customer perception and employee moral

"Cleaning up spills when they occur saves us time and money and keeps the shop looking clean, which my customers and workers both appreciate."

—Larry Moore

Larry's Autoworks
Mountain View, California